

CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 8/23/04

SECTION

606 ATTACHMENT I SUBJECT

GENERAL PAYROLL POLICIES AND PROCEDURES OVERTIME EXEMPT EMPLOYEES

The pay of an overtime exempt employee may not be docked, except as provided for by the Fair Labor Standards Act. It is the City's policy to make only lawful and proper deductions from an exempt employee's pay. If a deduction is made that is later found to be improper, the employee will be reimbursed.

If an employee believes that an improper deduction has been made from his/her pay, the employee should discuss the matter with his/her supervisor or department payroll clerk, and, if needed, proceed through the departmental chain of command. If a resolution is not made, the employee should contact the Department of Human Resources for assistance. Should the issue not be resolved at that level, a formal, written complaint can be submitted to the Director of Human Resources.

S:\PAM\600 Salary Administration\606 AI Attachment I General Payroll Policies and Procedures - Overtime Exempt Employees.doc

AMENDS/SUPERSEDES

NEW

REFERENCES

FAIR LABOR STANDARDS ACT, 8/23/04

APPROVAL. Marones

SECTION 606 PAGE 1 OF 1
Attachment I